



PROGRAM ADMINISTRATOR

Department / Program: Office of Special Needs

Reports To: Director of Education

Salary/Hourly Range: 55

FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/05/2016

INTRODUCTION:

The work includes varied duties involving related steps, processes, or methods regarding the management of the Office of Special Needs. Decisions regarding what needs to be done require the incumbent to recognize the existence of and differences among several alternatives and to conduct analysis of the subject, phase, or issue involved. The incumbent will work to improve systems of care, provide information and referral to families who would like assistance in finding the services available to their child, and provide training to families and professionals on best practices related to medical home, cultural competence, transition to adulthood, and family and your involvement. This position is responsible for directing, managing, and supervising the development of office/program services & projects for individuals with disabilities who require specialized services and procedures, i.e., visual, hearing, physical, mental and or behavioral impairment.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Lead, plan, and organize office activities; develop, implement and evaluate short-and long term goals & objectives in compliance with scope of work and funding agency requirements; coordinates program/projects within the office and monitors activities; develops policy changes in response to budget and or legislative changes; develops and implements internal control mechanisms and measurement tools for accountability/requirements; improves and strengthens services; research, analyze, and correct deficiencies to determine office/program direction and goals.
2. Conduct and administer fiscal operations by managing and monitoring grant/contract programs; facilitates submission of program reports to DOE Director & appropriate agencies; prepares and provides written program progress reports to funding agencies; conducts strategic planning sessions throughout each program year to include budgeting, planning/forecasting, authorizing expenditures, or coordinates financial reporting requirements; prepares and administers contract/grants proposals; negotiates and enters into contract agreements; and evaluates program effectiveness.
3. The Program Administrator of Special Needs understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process; interacts with Tribal legislative and executive officials, Hopi Tribal Council, and committee(s) to enhance services; attends and maintains communication with staff, governing boards, program/office supervisors and village/communities through meetings, conferences, etc.; coordinates testing and diagnostic procedures including securing psychological and counseling services as they relate to special education.
4. Direct, supervise and evaluate staff work performance/activities; take appropriate personnel action; provide guidance, coaching and mentoring; identifies staff development requirements; coordinate, and in some cases, provide workshops/trainings regarding special need topics to the community, schools and staff.
5. Perform other related duties to achieve the scope of the work, goals & objectives and funding obligations.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, clients, personnel of federal, state and tribal government agencies/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate services and establish and network of resources benefitting the client. Contacts may be difficult due to the client's/individual's attitude or reluctance to obtain/supply the needed information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary and is performed in a standard office environment working around office machines/equipment requiring normal safety and in the community setting. The incumbent is considered a member of the Tribe's professional staff, and as such, is required to attend meetings, work in the evenings, weekends, and holidays when necessary to accomplish objectives. Travel on and off the reservation is necessary.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Master's degree in Social Work, Public Health, Public Administration, or Special Needs Educator or closely related field;

AND

Experience: Four (4) years experience in administration, management of development of program & staff, contract/grant administration & compliance as it relates to special needs, social services or community health services; of which, two (2) years must be in an actual supervisory capacity;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Extensive knowledge of establishing goals & objectives and development planning for special needs target population
- Knowledge of principles and practices of public administration
- Knowledge of strategic planning, contract writing, and negotiation and program evaluation
- Knowledge of budget and reporting systems, grant writing, financial controls, department and staff performance methods and measures
- Knowledge of departmental operational activities, mission, and client service requirements
- Good knowledge of effective leadership, mentorship and supervisory principles, practices and methods conducive to establishing and maintaining a motivated & proactive team
- Extensive knowledge of methods and techniques for assessment of services
- Knowledge and respect of the political, cultural, tradition and socio-economic environment of the Hopi Reservation

Skills:

- Excellent verbal and written communication skills
- Excellent human relationship skills
- Skill in developing and analyzing strategic plans, grant writing, operating systems, procedures and controls and budgets
- Skill in formulating and executing, documents and reports, short-and long-range goals and objectives
- Excellent skills in managing staff and complex internal relationships, maintaining open communication, and effective working relationships

Abilities:

- Ability to determine objectives and to plan and organize work according to objectives, priorities and deadlines
- Ability to assess and identify problems and take corrective action
- Ability to organize, direct and supervise the work of others and positively develop staff capabilities
- Ability to establish and maintain professional working relationships with Tribal, Federal, and State agencies and others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
3. Must satisfactorily complete an annual physical examination and drug & alcohol test.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi Language.